

GUAM WORKFORCE INVESTMENT BOARD (GWIB)

and

**THE AGENCY FOR HUMAN RESOURCES
DEVELOPMENT (AHRD)**

WORKFORCE INVESTMENT ACT (WIA)

REQUEST FOR PROPOSAL (RFP) NO. AHRD-05-YIS-0001

For

IN-SCHOOL YOUTH PROGRAMS

2005-2007

Release Date: August 19, 2005

Pre-Bid Conference: – August 26, 2005 - AHRD 3rd Floor, GCIC Bldg.

This RFP and its contents are pursuant to WIA Youth Programs as currently documented. GWIB and AHRD reserve the right to amend this RFP should any changes occur in Federal or Local Law and/or a reduction or increase in funding.

REQUEST FOR PROPOSALS OVERVIEW

The Workforce Investment Act (WIA) provides a unique opportunity for the Island of Guam to prepare its young people, ages 14-21 to enter the workforce as well as continue their education and participate in occupational skills training. WIA funds must be used to provide year-round services to eligible youths. Pursuant to WIA legislation to secure services on a competitive bases; the Guam Workforce Investment Board requests for proposal from interested parties.

This RFP is for the in-school youth component.

ELIGIBLE APPLICANTS

Entities with demonstrated effectiveness for the provision of services for the In-School youth.

PERFORMANCE MEASURES

The U.S. Department of Labor, Employment and Training Administration, has mandated performance measurements for all WIA programs. The GWIB and AHRD are held accountable for the following performance measures for its youth programs:

YOUTH Ages 14-18

- Ø Younger Youth Skill Attainment Rate
- Ø Younger Youth Diploma or Equivalent Attainment
- Ø Younger Youth Retention Rate

YOUTH Ages 19-21

- Ø Older Youth Entered Employment Rate
- Ø Older Youth Employment Retention Rate
- Ø Older Youth Average Earnings Change
- Ø Older Youth Credential Rate

The resulting contract(s) will be subject to monetary hold-back provision related to follow-up services and performance measure/outcome achievement. Contractors will be reviewed on a monthly basis and if contractors are achieving their benchmarks they will be in a favorable position for having their contracts renewed for a one year period without re-competing. This determination is expected to be made mid-way through the contract term.

TERM OF CONTRACT

Interested parties are to submit proposals for the contract period beginning 10/01/05. The contract, however, will be effective only upon the Governor's signature. At a minimum, contractors must provide one year of program services and one year of follow-up. At the end of the first year of program services, the GWIB has the option to negotiate a renewal, without re-bidding, for a period not to exceed one year. Up to 10% of contract funding will be withheld until the conclusion of the follow-up period and only

until the agreed-upon performance measures and/or benchmarks have been fully documented and verified.

All decisions will be based on the annual allocation of WIA funding and WIA Reauthorization.

Summer element activities must begin July or upon the signature of the Governor of Guam on all contracts effectuating out of this RFP, with the exception of follow-up services which will conclude prior to applicable secondary school re-openings in August 2005. Year-Round element activities must be offered by October 2005, and with the exception of follow-up services, will conclude on June 4, 2006 or at the end of the school year.

GENERAL PROVISIONS

This RFP does not commit the GWIB to award a contract or to pay any cost associated with preparing a proposal.

The cost for preparing a proposal in response to this RFP is the sole responsibility of the bidder and shall be included as part of the proposal budget.

Responses to this RFP must be in accordance to the format, content and sequence set forth in this RFP. Proposal without an original authorized signature will be rejected. Proposals shall not be marked as confidential or proprietary. All proposals are subject to public disclosure. All proposals shall become the property of the Government of Guam. The GWIB reserves the right to make use of any information or ideas in the proposals submitted.

The GWIB reserves the right to cancel this RFP in whole or in part at any time during the selection process. The GWIB reserves the right to seek additional proposals beyond the final submission date if the GWIB, in its discretion, determines the proposals received do not meet the needs of the youth population to be served. If it is apparent upon reviewing the proposals that a collaborative approach among certain vendors would be the most effective service delivery method, the GWIB may return the proposals to the vendors with a request for a revised, collaborative proposal to be returned to the GWIB within a specified timeline.

All bidders shall abide by OMB-A-87 standards when developing line item budgets. These standards are attached. (We should attach them if we are requiring bidders to abide by them!)

Proposals shall be valid for a minimum of 180 days from the due date of this RFP. Proposals that are recommended and selected for funding in response to this RFP will receive a preliminary letter of obligation based on this anticipated confirmation of the allocation and availability by September 15, 2005. Submitted proposals are not legally binding documents. However, the contracts, which are based on the proposals and resulting in contract negotiations, become legally binding after they have been signed by both parties and approved by the GWIB, AHRD, Bureau of Budget and Management Attorney General and the Governor of Guam. Any expenditure of funds before the signature of the Governor of Guam is not reimbursable and these costs shall be borne by the awardees.

As the administering authority, The Agency for Human Resources shall be responsible for the processing of this RFP. In addition, the agency shall administer all negotiations for GWIB review.

CONFLICT OF INTEREST

Bidders employing or retaining members or employees of the Guam Workforce Investment Board or Agency for Human Resources Development as contractors, subcontractors, consultants or in any other capacity must make such information known within their proposal document. Failure to do so may result in disqualification of the proposal, cancellation of contract or contract award, or result in disciplinary action against individuals involved.

PROPOSAL QUESTIONS

The Guam Workforce Investment Board has attempted to provide all information available with regard to the services described. It is the bidder's responsibility to review, evaluate and, where necessary, request any clarification of information. Questions must be submitted in writing by August 24, 2005, by 5:00 pm. All questions will be responded to in writing and addressed during the pre-bid conference. All questions submitted shall be mailed to AHRD, emailed or faxed: The fax number and email are as follows:

Fax: 671-475-7045

Email: vtopasna@yahoo.com

Attn: Vera Topasna, Planner

The GWIB reserves the right to decline a response to any question(s), if, in the GWIB's assessment, the information cannot be obtained and shared with all bidders in a timely manner.

NOTE: Bidders are directed to contact ONLY the AHRD Planner to answer questions regarding this RFP. No other official of GWIB or of AHRD is authorized to answer questions regarding this RFP.

PRE-BID CONFERENCE

An information Pre-Bid Conference will be held at the AHRD Conference Room, 3rd Floor GCIC Building on August 26, 2005 at 10:00-1130 am. The purpose of this Pre-Bid Conference is to explain program requirements and to answer questions regarding completion of proposals, time frames, and the RFP process. **ATTENDANCE IS HIGHLY ENCOURAGED.** Contact Joleen Santos, Agency Secretary at 475-7074 to confirm attendance.

DUE DATE

Due date of all proposals is September 2, 2005 by 4:00 pm. One (1) original and two (2) copies must be submitted to:

**Agency for Human Resources Development
Attn: Vera Topasna, Planner
414 West Soledad Ave, Suite 404, GCIC Building
Hagatna, Guam 96910**

All proposals shall be sealed and will be date stamped. **No proposals will be accepted after the time and date specified.**

PROPOSAL PACKAGE

Proposal pages must be sequentially numbered throughout and bound. Please follow the guidelines set forth in this RFP to ensure that you return a complete proposal package for consideration.

Insurance Requirements

Upon submission of the proposal package, bidder must provide certificates of insurances for all policies. Said certificates must clearly indicate limits of coverage.

PROPOSAL EVALUATION

Proposals will be reviewed by the GWIB and AHRD Program Review Committee (PRC). Contract award will be based on several factors, including, but not limited to responsiveness of the proposal(s) to RFP requirements, applicant qualifications to provide such services, cost per participant and compatibility of proposed services to Youth needs and program design, feasibility of proposed programs., innovation, and meeting with the PRC.

In order for a contract to be awarded, the applicant must:

- a. Be legally capable of entering into a contract;
- b. Provide documentation of current fiscal and compliance audits;
- c. If incorporated, provide articles of incorporation and evidence of current corporate status, as filed with the Department of Revenue and Taxation;
- d. Be an Affirmative Action/Equal Opportunity Employer, if applicable;
- e. Be in compliance with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA);
- f. Ensure that reports and/or documents contain correct information;
- g. If current provider, provide the most recent performance monitoring report.
- h. The GWIB and AHRD reserves the right to withdraw a contract funding award if it is determined that the award was based on false information provided by the applicant.

The RFP review/evaluation process will be as follows:

- a. AHRD staff and GWIB Program Review Committee will review all proposals, using the criteria noted in each section;
- b. The Program Review Committee plan to conduct interviews with applicant to determine the applicant's capabilities in providing the proposed program services;
- c. Based on reviews and evaluations conducted, the Program Review Committee will make funding recommendations at the next GWIB meeting, following the review;
- d. All applicants will be provided with funding recommendations made prior to GWIB meeting;
- e. Applicants may appeal the selection process, but must do so in writing within five days of notification of award to:

**Agency for Human Resources Development
Attn: Vera Topasna, Planner
414 W. Soledad Avenue, Suite 404
Hagatna, Guam 96910**

- f. The Program Review Committee will review all appeals and forward to the GWIB for action. The GWIB shall release its findings in writing. If the applicant is not satisfied with the GWIB findings, the applicant may appeal to the Governor of Guam. The GWIB and the Governor of Guam shall make the final recommendations.
- g. Appeals may only be filed based upon the failure of the Program Review Committee to observe procurement protocols detailed in the document or for violation of the Workforce Investment Act.

PROCUREMENT SCHEDULE:

The following is a tentative timeline and is subject to revision

Release Request for Proposal	August 19, 2005
Pre-Bid Conference	August 26, 2005
Bid Due Date	September 2, 2005
Review of Proposals and Recommendations to GWIB	September 16, 2005
Notification of Award	September 23, 2005
Negotiations	September 26-27, 2005

WIA PROGRAM REVIEW

The US Department of Labor has identified ten program elements that are to be made available to all WIA youth participants. Proposed programs and services should incorporate any of the following elements:

- a. Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies;
- b. Alternative secondary school services;
- c. Summer employment opportunities that are directly linked to academic and occupational learning;
- d. Paid and unpaid work experiences, including internships and job shadowing;
- e. Occupational skills training;
- f. Leadership development opportunities, which may include community service and peer centered activities encouraging responsibility and other positive social behaviors during non-school hours;
- g. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- h. Supportive Services
- i. Follow-up services for not less than 12 months after the completion of participation; and
- j. Comprehensive guidance and counseling, which may include drug and alcohol counseling and referral

These elements will provide youth with skills that include knowledge of the world of work, academic skills linked to occupational learning, employability and attitudinal capabilities that will enable them to adjust to life. Although, each element should be *available* to every participant, each participant need not receive every element.

Applicants need not provide all ten elements; however, proposers are strongly encouraged to coordinate, form partnerships and leverage resources to successfully implement the program and maximize funds.

A single activity may satisfy more than one of the ten required program elements. For example, use of adult mentors to encourage retention in school would satisfy tutoring and adult mentoring.

Additionally, all service providers must ensure that they coordinate all of the following required WIA components with AHRD prior to engaging in service delivery. Coordination with AHRD is to ensure that all youth participants using WIA dollars are screened by AHRD. Under no circumstances will services providers independently provide the components outlined below. AHRD will administer these components.

- a. **Development of a comprehensive Career Strategy Plan**
- b. **Intensive Case management**
- c. **Certification of Eligibility**
- d. **Assessments**
- e. **Referral Information**
- f. **Supportive services**
- g. **The One-Stop Delivery System**

Note: The orientation component must be coordinated with both AHRD and the service provider to ensure participant's understanding of program activities.

TARGET POPULATION

As stipulated in the Workforce Investment Act, funds are directed to low-income youth ages 14-21 who are Guam residents, and who (who is for persons; that is for things) possess at least one of the following barriers to employment and education:

- Ø Basic skills (math, reading) deficient (based on an objective assessment);
- Ø Pregnant or parenting teen;
- Ø Dropout Youth;
- Ø Homeless, runaway, or foster-care youth;
- Ø Offenders, including gang-affiliated or both;
- Ø Disabled youth (physical, mental, and/or learning).

In-School Youth

Activities for younger, in-school youth should be designed as a year-round service. Applicants are encouraged to plan a specific program for the school year, with a modified program for the summer break, including connecting youth with employment opportunities throughout the community.

Prospective vendors should be mindful that in-school youth frequently encounter difficulty in accessing WIA training. Contributing factors include: school schedule, bus schedule, athletic practices and events and family responsibilities. An appropriate level of contact time with each student, however, is essential to helping the student reach stated goals and objectives.

PROPOSAL NARRATIVE

Applicants must submit two complete proposals packages for each service. The same basic format applies to both services, but proposal narrative should vary according to the target population to be served.

APPLICANT ORGANIZATION & MANAGEMENT (10 POINTS) – 3 Pages

1. Briefly summarize the applicant's mission, organizational structure and applicant's history of working with grant funded projects;
2. List experience(s) and length of time the applicant has provided services to economically disadvantaged youth;
3. List the results of these experiences?
4. Describe how your program provides internal and external evaluation and assessment to determine program effectiveness. Give specific example of how this has occurred in your organization.

PROGRAM DESCRIPTION & ACTIVITIES (25 POINTS) – 10 Pages

1. What areas of the island do you propose to serve?
2. How many unduplicated youth do you propose to serve during the 2005-2006 school year?
3. If your organization currently serves youth who may be WIA eligible, how would the addition of WIA funds enhance current programming/services and or the number of youth served?
4. What are the educational needs of the eligible youth islandwide? How has this need been verified? Cite your data source(s).
5. If your program is to include occupational training/employment opportunities internships, etc., what types of opportunities will you provide for the participants and how will these tie into the current employment market?
6. For the in-school summer component, how do you propose to include educational remediation/academic activity in the youth's summer activities? How will this be tracked and documented?
7. Describe the staff available to assist in the delivery of your program. What percentage will be funded by WIA?
8. Describe how you will assess and measure a participant's academic level, skill level, prior work experience, employability, aptitude, supportive services need and developmental need. If partnering with an education institution, how will you access needed data?
9. Describe how you plan to track youth's progress and maintain their goal plan.
10. Describe how youth are currently recruited into your existing youth programs. What challenges, if any, have you overcome?
11. Describe any bilingual capability of your service delivery plan, including translation services if any.
12. Identify the location for all activities
13. Describe any access to public transportation and the ability of the youth to access them.
14. How can individuals with disabilities access your services? What type of support/accommodations (i.e., sign language) can you offer participants so they may access the program?
15. Outline your marketing strategy to involve employers and businesses into your program.

PROGRAM ELEMENTS (25 Points) – 10 Pages

1. Outline your plan to provide each of the ten elements detailed in the WIA PROGRAM REVIEW section of this RFP;
2. Indicate how each element will be made available to each youth (by applicant/partner or referral);
3. Provide a comprehensive description of the proposed service that will fulfill each element;
4. If an element is to be funded by WIA, what percentage of the requested funds will be used to support the provision of the element?
5. Taking into account the needs of the WIA youth and the value of collaboration, how will your program work with existing community based programs and the business community to support the island's unmet workforce needs, avoid duplicative efforts, and provide the needed resources

- for the WIA youth? Describe any previous collaborative experience that your organization has participated which increased the success of the participants.
6. Using local labor market information (LMI), describe how your service delivery will not only provide meaningful exposure to the world of work, educational opportunities, occupational and vocational training, but also meet the demands of the business community in high growth industries and occupations.

OUTCOMES AND FOLLOW-UP

PERFORMANCE MEASURES AND/OR BENCHMARKS

As stated previously in the RFP, GWIB and AHRD intend to purchase services that will result in positive outcomes for the island's youth. The resulting contract(s) will be performance based.

1. Based on the type of outcomes desired by the US Department of Labor and your organization's service delivery plan, please state eight (8) desired performance measures/and or benchmarks (goals and objectives) that might be included in the contract or do they create the measures/benchmarks themselves?) The resulting contract(s) will be subject to a monetary hold-back provision related to follow-up services and performance measure achievements. If your organization is awarded funding, what would be the end result of this investment to the island community?

SUSTAINABILITY

2. Up to 10% of contract funds will be withheld until at least half-way through the follow-up period and the documented achievement of the agreed-upon performance measures have been verified. If not funded for the second year renewal, how will you fulfill the required year of follow-up component and the completion of the performance measures? Be specific.

PROJECT BUDGET (20) POINTS:

All applicants must submit a complete line-item budget in the format specified in the attached line item budget summary and narrative forms.

QUESTION AND ANSWER SESSION WITH REVIEW COMMITTEE (10 points) Date to be determined.

The Program Review Committee will schedule an appointment with each organization whose proposal is accepted for consideration. This will provide an opportunity for reviewers to clarify proposal content. Up to 10 points can be awarded for this session.

FORMAT OF PROPOSAL PACKAGE

Proposal Cover Page
Executive Summary
WIA Elements Summary Sheet
Narrative Responses for Program Description and Program Elements

Fiscal Narrative Questions
Line Item Budget Summary

Include One Copy of the following:

Certificates of Insurance Current Coverage
Certification of a Drug Free Workplace
List of all board members, share/stockholders if applicable
Copy of current Business License
Past Performance for Youth Activities (To cover five years)

2005-2006 WIA Youth REQUEST FOR PROPOSAL COVER PAGE

Applicant Organization:	
Name and Title of Contact Person:	
Address, Phone, E-mail & Fax	
Organization Type:	Public Private for Profit Private Non-Profit Educational Institution Other
Amount of Funds Requested:	

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